

ORDERU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP AT 1600.1D

3/26/99

**SUBJ: AIR TRAFFIC DIVISION PROCEDURES FOR SAFEGUARDING AND DESTROYING
CLASSIFIED MATERIAL**

1. **PURPOSE.** This order establishes procedures for safeguarding and, if necessary, destroying classified material.
2. **DISTRIBUTION.** This order is distributed to branch level and above in the Air Traffic Division, the Operations Center, and the Civil Aviation Security Division, Western-Pacific Region.
3. **CANCELLATION.** This order cancels Order WP AT 1600.1C, Air Traffic Division Procedures for Safeguarding and Destroying Classified Material, dated March 29, 1994.
4. **ACTION.**
 - a. In the event of a fire alarm or other emergency requiring evacuation of office spaces, classified material shall be placed in the locked storage safe in the area of the Division Manager, Air Traffic Division. In the event an immediate evacuation is required and there is not sufficient time to store classified material in the locked container, any person holding such material shall take it with him/her and safeguard it until it can be safely stored. The Air Traffic Division's security container is a five-drawer Mosler safe, Serial No. 03266, located in room 2002.
 - b. Persons who are away from their offices and have classified material in their possession at the time shall assure that such material is safeguarded. If it cannot be protected, it shall be burned or destroyed beyond recognition upon instructions from the Manager of the Air Traffic Division, AWP-500, or his/her designee. When SECRET material is destroyed, the employee shall retain the DOT Form 1600.4 and certify the material was destroyed. If possible, have a witness verify destruction and affix an appropriate signature.
 - c. The priority of destruction shall be SECRET, CONFIDENTIAL, and other sensitive material. All material shall be taken to the Regional Operations Center or the Security Division, Room 6025, and shredded. The shredder is actually located in the Investigations area of the Security Division. A Record of Destruction for each SECRET document shall be prepared and placed in the Air Traffic Division's safe. As soon as possible, the Record of Destruction shall be forwarded to the Security Control Point in the Security Division. All responsible individuals shall be familiar with the requirements of FAA Orders, National Security Information, 1600.2, Control and Protection of "For Official Use Only Information," 1600.15, Protecting Privacy of Information about Individuals, 1280.1.

d. Protection of classified material is the responsibility of all employees in the Air Traffic Division.

e. Emergency protection and/or destruction of classified material within the Division shall be handled and supervised by the following:

(1) John Clancy, Manager, Air Traffic Division, AWP-500, (310) 725-6500.

(2) Dawna J. Vicars, Assistant Manager, Air Traffic Division, AWP-501,
(310) 725-6501.

(3) Harvey R. Riebel, Manager, Operations Branch, AWP-530, (310) 725-6530.

(4) Bonnie-Lee Hanson, Secretary, Air Traffic Division, AWP-500A, (310) 725-6600.

The above-mentioned personnel have been cleared to handle classified material.


John Clancy
Manager, Air Traffic Division